

## **ANNOUNCEMENT NUMBER: 06-77**

**OPEN TO:** All Interested Candidates

**POSITION:** Purchasing Agent, FSN-7\*; FP-7\*

**OPENING DATE:** November 16, 2006

**CLOSING DATE:** November 30, 2006

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: US\$ 31,526 p.a.  
(Starting salary) (Position Grade: FP-7 is  
confirmed by Washington)

\*Ordinarily Resident: JD 7,663 p.a. (Starting  
salary) (Position Grade: FSN-7)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST  
HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS  
TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking individual for the position of Purchasing Agent in the General Services Office.

### **BASIC FUNCTION OF POSITION**

The incumbent procure a variety of commodities and services, mainly of technical type, for all elements of the U.S. Mission in Amman, Jordan, for local and overseas; conduct local and offshore procurements of all expendable and none expendable supplies and equipment; prepare purchase orders; draft contracts, vouchers, miscellaneous procurement documents and supporting paperwork, analyze performance under contracts; search office

records; perform contract procurement support duties involving solicitation and analysis of bids, negotiation of prices and other contract terms; prepare all pertinent documents and files; file procurement documents and correspondence; assist supervisor in the preparation of reports and correspondence and in the development of end of year procurements; and act as backup for Procurement Supervisor during his absence.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Ext. 6681.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. College diploma is required.
2. Three to five years of progressively responsible experience in procurement is required.
3. Level 3 (Good) Speaking/Reading English and Arabic are required.
4. Good knowledge of Department of State and Associated Agency Procurement Regulations, Instructions and procedures, GSA Catalogue, U.S. Federal Specifications and Standards, and of Contacting Procedures and practices is required.
5. Must have good skills in bargaining, accounting, typing, communication, commercial corresponding, terminology, translation and interpretation. Must have a good knowledge of local market practices and of the capabilities of local supplies. Must understand local pricing customs and practices are required.
6. Good Computer and numerical skills is required.
7. Valid local driving license is required.

## **SELECTION PROCESS**

When equally qualified, U.S. Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that employment.

### **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171, OF-612, or Application for Employment Form); or
2. A current resume or curriculum vitae that provides the same information as an OF- 612; plus
3. Candidates who claim US Veterans preference must provide a copy of their FROM DD-214 with their applications; and
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Issa Haddad  
Room: 152, Ext. 6681

Applications can also be submitted electronically through  
[AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov).

### **POINT OF CONTACT**

Telephone: 5906681

FAX: 5931598

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US Citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Services or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM<sup>s</sup> and family members of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: NOVEMBER 30, 2006**

The US Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Draft:HRO:IHaddad

Clearance: A/HRO:PAdair  
GSO:TPalmer  
FMO:KMcCarthy

Approval: MGT/C:PAdair